



JOB DESCRIPTION

JOB TITLE: Director of Rugby, Wymondham Rugby Club (“Club”)

REPORTS TO: Club Chair

REPORTS: Head Coach (Men’s Rugby), Head Coach (Women’s Rugby), Director of Youth Rugby, Director or Co-Director of Mini’s Rugby, Chair of Grounds Committee, Touch Head Coach; Schools Liaison Officer

RESOURCES CONTROLLED: Club playing budget

JOB PURPOSE: In conjunction with the Club Chair and working within agreed budget constraints, to formulate, propose and agree appropriate strategies to achieve the Club’s short-, medium- and long-term playing objectives across all areas of rugby activity and to review these regularly for progress and continued relevance.

PRINCIPAL ACCOUNTABILITIES:

1. Annually, to formulate and propose for agreement a playing plan and budget which enables progress to be made towards the Club’s objectives. To monitor, continuously, expenditure against the agreed plans and budget, ensuring there are no untoward or unauthorised variances including final approval of all payments to coaches, physios and strength and conditioning support.
2. To set up a process to identify, develop and retain all coaches and players through a high quality and appropriate rugby experience; promote the Club to potential players; implement processes to ensure a safe playing environment is created, optimising fitness and conditioning, preventing and evaluating injuries, and co-ordinating training and recovery sessions.
3. In accordance with the Club’s Strategy annually, in conjunction with reports, to agree “SMART” (Specific, Measurable, Achievable, Realistic, Timely) targets for each section to enable achievement of the Club’s agreed objectives and to monitor regularly progress towards achievement, providing coaching, counselling and other appropriate remedial action where necessary.
4. To build a culture of excellence, innovation and learning that supports continuous personal development for all players and coaches within the Wymondham rugby community. This may be measured by player recruitment, retention, player recognition (representative rugby) and, possibly, by attitude surveys.



5. To provide guidance, support, mentorship and training to the role's direct reports to ensure they remain motivated and committed to the Club's objectives.
6. To establish a framework of good coaching practice across all sections of the Club and ensure through personal delivery, contact and observation that all coaches are suitably qualified and trained and are performing at the appropriate level.
7. Propose and implement a Club-wide recruitment and retention programme for players and coaches, ensuring that vacancies are promptly filled, succession issues are addressed, and that Club recruitment and selection policies are adhered to.
8. Maintain the Club's close links at County and CB (Eastern Counties) level. To create links with RFU personnel to identify opportunities for funding training and development to the benefit of the Club.
9. Work closely with Club Officers, Management and Trustees to ensure mutual understanding of roles and responsibilities and that all statutory and RFU procedures are understood and complied with in respect of the playing sections of the Club. This shall include working closely with the Club's CSO to ensure all legal and policy requirements are complied with.
10. To agree and implement equitable selection and playing policies and practices which provide opportunities for all players to play at an appropriate level and frequency in accordance with their skill and wishes.
11. To Chair (no less frequently than bi-monthly) the Club's Playing Committee providing appropriate agenda in advance and timely production of Minutes to be forwarded to the Club's Chair ahead of next Board of Trustees meeting.
12. The role should also provide oversight (through relevant staff/volunteers where appropriate) for:
 - a. the Club's Schools Programme;
 - b. appointment and retention of physio and strength and conditioning support;
 - c. behaviour of players and coaches in accordance with the RFU's Code of Conduct and Core Values;
 - d. kit (Club shirts) and equipment needs for all sections of the Club;
 - e. annual review of the Route Maps for senior men and women's rugby;
 - f. compliance with the Players' Agreements;
 - g. compliance with first aid requirements for each section of the Club;



- h. ensuring engagement between players and main and associate sponsors following home league games;
- i. Club awards;
- j. player and coach contracts (where appropriate) including ensuring they are in place and up to date.